

REGISTRATION

The inclusive conference fee is \$175 if received by May 6, 2002. To register, send an approved training form, purchase order, or check to:

RACO 2002 Registrar
National Archives and Records
Administration
Life Cycle Management Division (NWML)
Room 2100, 8601 Adelphi Road
College Park, MD 20740-6001
Telephone:301-713-7100, ext. 264
Fax:301-713-6852
E-Mail:records.mgt@nara.gov

Please register early to guarantee a place.

We also accept your U.S. Government VISA and MASTERCARD for your RACO registration.

There may be a limited number of on-site registrations available for \$200 each (which does NOT include lunch), but space is not guaranteed.

PARTIAL EXHIBITORS LIST

NARA Records Center Programs

Labat-Anderson

Tower Software

Millican & Associates, Inc.

eManage Inc.

Resomax Software Corporation

Spacesaver Systems, Inc.

Cuadra Associates, Inc.

CEEXEC, Inc.

DIRECTIONS

The International Trade Center is located at 1300 Pennsylvania Avenue NW, Washington, DC, and is accessible by METRO (Federal/Triangle stop, Blue/Orange Lines).

Parking is available in the International Trade Center garage for approximately \$17 per day if you arrive by 9 a.m. and leave by 6 p.m. **Transportation and parking costs are not included in the conference registration fee.**

The conference is accessible to persons with disabilities. Special arrangements to accommodate participants with vision, hearing, and mobility impairments can be made with advance notice to the RACO Registrar.

Confirmation letters will be sent to all registrants. If you do not receive a letter by May 1, contact the RACO 2002 Registrar at records.mgt@nara.gov.

SPONSORED BY



National Archives and Records Administration

Office of Records Services—Washington, DC
8601 Adelphi Road
College Park, MD 20740

Visit our web site:

www.nara.gov/records/raco_index.html

The National Archives
and Records Administration
Invites You to

RACO 2002



Forging Partnerships: Records Management in the 21st Century

May 14, 2002
8:00am–5:00pm

(Conference check-in begins at 7:00am)

International Trade Center
Ronald Reagan Building
1300 Pennsylvania Avenue NW
Washington, DC

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COMMENTS FROM PAST ATTENDEES INCLUDE:

“Excellent conference. Keep up the good work.”

“Continue to keep the records management community aware of the latest issues and solutions to records management problems.”

“Best RACO yet, please keep it up. Excellent speakers, dynamic presentation and finally some answers are beginning to appear.”

“Great conference. Well Done. Congratulations. Right on target.”

“Outstanding conference, your planning and execution of the conference was a success.”

Luncheon

(1) Sicilian style chicken breast stuffed with prosciutto ham and provolone topped with mushrooms, artichokes, and Marsala sauce

OR

(2) Grilled vegetable napoleon with portabella mushrooms, green and yellow squash, and red bell pepper

Menu will also include:

*Roasted root vegetables with baby arugula, leeks, and a roasted garlic vinaigrette
Sampler plate of pastries*

Light breakfast before the start of the conference

Muffins, bagels, fruits, and juices

Mid morning and afternoon breaks

Bottled sparkling water, assorted diet & regular drinks & bottled juices

PROGRAM

NARA Updates

Keynote Speaker

Mark A. Forman, Associate Director
for Information Technology and Electronic
Government, Office of Management
and Budget

Vital Records: Lessons Learned from September 11

Promoting Records Management

Web Management

REFUND POLICY

No refunds will be issued for registrations cancelled after April 22, 2002. Registrations are fully transferable prior to the conference. However, you must send an email to: records.mgt@nara.gov to inform us of the name of a replacement registrant **at least 48 hours** before the conference.

Immediately following the conference, please join your colleagues at an informal networking reception.

Networking Reception Menu

*Baby and market vegetables
Imported and domestic cheese display
Middle Eastern display
Spreads of the World*

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